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## Must Haves

All approved teacher leadership and compensation systems in Iowa are required to include the following five “must-haves”:

**Minimum Salary of \$33,500:** All approved plans must include a minimum salary of \$33,500 for all full-time teachers.

**Improved Entry into the Profession:** Additional coaching, mentoring, and opportunities for observing exceptional instructional practice for new teachers (and veteran teachers where and when appropriate).

### **Differentiated, Multiple, Meaningful Teacher Leadership Roles:**

- These roles must extend beyond the initial teacher and career teacher levels.
- All leadership roles must include additional contract days (or hours).
- All leadership roles must include additional compensation commensurate with the responsibilities for the leadership role.
- The district must demonstrate a good-faith effort of selecting at least 25 percent of the teacher workforce to serve in leadership roles. For a teacher leadership role to count toward 25% the teacher leader must receive compensation from TLC funds.

**Rigorous Selection Process for Leadership Roles:** The process for placement into, and retention in, teacher leadership roles shall include all of the following components:

- **Selection Criteria:** Districts must develop and use measures of effectiveness and professional growth to determine suitability for teacher leadership roles.
- **Selection Process:** A selection committee that includes teachers and administrators to accept and review applications for assignment or reassignment to a teacher leadership role and to make recommendations regarding the applications to the superintendent.
- **Annual Review of Assignment:** All teachers in leadership roles must have an annual review of assignment.
  - This is different than, and in addition to, a performance review.
  - The review must include peer feedback on the effectiveness of the teacher’s performance of duties specific to the teacher’s leadership role.
  - A teacher who completes the time period of assignment to a leadership role may apply for assignment in a new leadership role or for continued assignment.
- **Experience:** Teachers assigned to a leadership role must have at least three years of teaching experience and at least one year of experience in the school district.

**Aligned Professional Development:** School districts must implement a professional development system facilitated by teachers and other education experts and aligned with the Iowa Professional Development Model.

## Allowable Use of Funds

There are six categories of allowable uses of TLC funds. These are specified in the original legislation, House File 215.

1. TLC funds can be used to raise **minimum salary** to \$33,500.
2. TLC funds can be used to provide **salary supplements** for teacher leaders.
  - a. The Department strongly recommends that districts use a set supplement, per role, that is inclusive of all extra days/hours. The use of hourly or per diem stipends is not recommended as these lead to variability, difficulty in budgeting, and are not in line with the spirit and intent of TLC.
3. TLC funds can be used to cover the salary costs for positions hired to **replace teachers** you have released. Additionally, TLC funds can be used to pay the salary of the released teacher leader.
4. TLC funds can be used for **substitute costs**. If you release a teacher to observe, for example, a model teacher, you can pay for that substitute out of TLC funds. You can also hire a substitute to provide coverage when a teacher leader is out attending professional development.
5. TLC funds can be used to pay for **professional development** for teacher leaders (not for all teachers). This could include registration fees, transportation, etc.
6. TLC funds can be used to pay “**other costs**.” Other costs need to be specifically approved by the Department. If, as you implement TLC, you determine the need for “other” costs that were not approved in your original plan you will need to have those costs approved. You can do this by submitting a [change request](#).
  - o Other costs may include supplies for teacher leaders, books/resources for teacher leaders, and technology purchases. However, all technology requests will be asked to respond to the following questions:
    - Have you done everything else? Are 25% of teachers in leadership roles?
    - Is this necessary for implementation of TLC plan? Without this would you have a lower quality plan?
    - Will this be used solely for the implementation of TLC?

## Finance

### Per Pupil Allocation

Districts in cohorts 1 and 2 (districts that began implementation in 2014-15 and 2015-16) will receive \$319.72 per pupil in the 2016-17 school year through the school aid formula.

Districts in cohort 3 (districts that will implement TLC for the first time in 2016-17) will receive \$312.16 per pupil for the 2016-17 school year through the TLC grant.

### Open Enrollment

TLC funds follow the student in the case of open enrollment. The board of directors of the district of residence shall pay to the receiving district any moneys received for a pupil under Sec. 26. Section 284.13, subsection 1, paragraph e, subparagraph (1) if the pupil is participating in open enrollment under section 282.18 and both the district of residence and the receiving district are receiving an allocation under subparagraph (1).

Accordingly, for open enrollment billing, school districts in cohorts 1 and 2 who have students open enrolling to other districts will pay those districts \$312.68 (the FY16 TLC per pupil amount). School districts in cohort 3 who have students open enrolling to other districts will pay those districts \$312.16 (the total amount per pupil received for TLC in 2016-17).

### Tuition In/Out

TLC funds do not follow the student in case of tuition in/out.

### Unspent Funds

Both planning grant and TLS funds are allowed to be carried forward, but must be spent within two years.

### Mentoring and Induction Funds

For the 2016-17 school year districts will continue to receive Mentoring and Induction funds. Each district must also have a current mentoring and induction plan on file with the Department. This is separate from Part 4 of a district's TLC grant.

### Change Requests

House File 215 stipulates that changes to TLC plans must be approved by the Department of Education. This allows districts to adjust their plans but also helps maintain the integrity of the original, approved plan. Any change that would cause your enacted TLC plan to differ from your approved TLC plan needs to be submitted.

There is no specific timeline for submitting changes - you can do this at any time. To submit a change request please use this [link](#). You will be asked to describe the change, explain the rationale for the change, and describe the process and groups involved in determining the change.

To see a record of all the changes submitted to date, please use this [link](#).

The Department strongly encourages districts to maintain a complete, updated plan that reflects all changes to date.

## End of Year Report

All TLC districts are required to submit an End of Year report based on the goals and evidence identified in Part 8 of district TLC plans. These end of year reports provide districts with an opportunity to reflect on their progress as they work toward the vision and goals of their TLC plan. It also provides an opportunity to think about potential changes to a district's TLC plan. It allows the Department of Education to track progress toward locally-determined TLC goals.

All end of year reports are posted on the TLC webpage and can be found using this [link](#). The Department summarizes these findings in an annual report. The summary for the 2014-15 year can be found [here](#).

The Department conducts an annual webinar on the end of year reports. You will receive an email with more information on these reports. You can also find a recording of the 2015-16 webinar [here](#).

## Link to FAQs

Two frequently asked question documents have been compiled to provide answers to common questions:

- [TLC Application/Plan FAQs](#)
- [TLC Implementation FAQs](#)

## AGORA

The [TLC Online Community \(AGORA\)](#) brings teacher leaders and administrators from across the state together to collaborate about school improvement and the teacher leadership compensation system. You can access the community as a guest or sign up as a member to receive notifications and participate in activities.

Resources available on AGORA include on-demand learning opportunities, community forums, an events calendar, a toolbox of resources, and links to district TLC websites.

## Contact Request

To ensure the Department is able to communicate important information and updates to every district please complete the following TLC Contact Information form.

[Form](#)